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# Stipend Reimbursement Guidelines

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Mentor Logistics



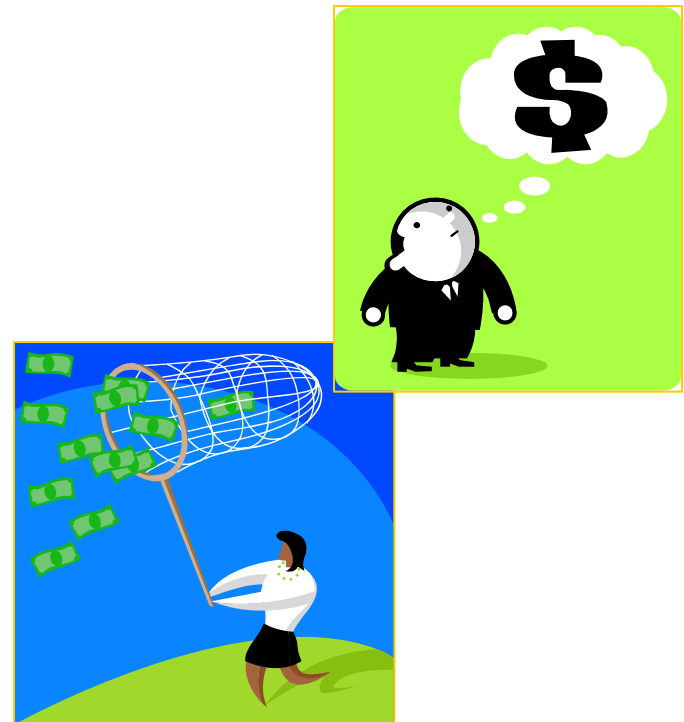
# *Stipend Reimbursement Guidelines*

- ★ \$100 per active school each year
- ★ What to use the money for:
  - ★ Support and Promote GMS!
- ★ Use or Lose
- ★ Leave a lasting impression!



# *What can our school be reimbursed for?*

- ✗ PE Equipment
- ✗ Rewards for Students
- ✗ Rewards for Staff Wellness
- ✗ Pedometers
- ✗ Healthy Foods
- ✗ Healthy Beverages



# Requesting Reimbursement

- ☀ *Only schools* can spend and be reimbursed the \$100 Stipend
- ☀ Stipend Reimbursement Form
- ☀ Receipts/description of purchases
- ☀ Dates for processing reimbursements:
  - ☀ Friday, November 28, 2008
  - ☀ Friday, May 1, 2009





# Stipend Reimbursement Form

|  |         |      |     |
|--|---------|------|-----|
| School District:                           |         |      |     |
| School Name:                               |         |      |     |
| School Address:<br>(Where to send check)   | Address | City | Zip |
|  |         |      |     |
| Federal Tax<br>Identification<br>Number    |         |      |     |
| School Phone<br>Number:<br>(for questions) |         |      |     |
| Item(s) purchased:                         |         |      |     |
| What the item was/<br>will be used for:    |         |      |     |

*\*Personal funds cannot be used for school purchases and will not receive reimbursement.  
For further guidelines, please contact your mentor or Local Health Department contact.*

## Contact Information:

Please contact Hillari with any questions!

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